

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 11-008

Issue Date: June 2, 2010

Title: Court Reporter Services

I. Procurement Objectives

A. Summary Statement

The Maryland Health Care Commission (MHCC) is soliciting bids from qualified vendors for court reporter services at its monthly Commission meetings, committee meetings, public hearings, evidentiary hearings and pre-bid conferences. The MHCC is a public, regulatory commission, consisting of 15 Commissioners who are appointed by the Governor, with the advice and consent of the Maryland Senate. The mission of the Maryland Health Care Commission is to plan for health system needs, promote informed decision-making, increase accountability, and improve access by providing timely and accurate information on availability, cost and quality of services to policy makers, purchasers, providers, and the residents of Maryland.

B. Term of Contract

The contract will begin on July 1, 2010 and will end June 30, 2011, with three one-year contract option renewal periods that will be exercised solely at the discretion of the Commission. The three option renewal periods will be July 1, 2011 – June 30, 2012; July 1, 2012 – June 30, 2013; and July 1, 2013 – June 30, 2014. The successful vendor should be prepared to work with the Commission at its July meeting scheduled to be held on July 15, 2010 at the Commission's office.

C. Issuing Office

The issuing office for this solicitation is the Maryland Health Care Commission, Sharon M. Wiggins, Procurement Officer, 4160 Patterson Avenue, Baltimore, Maryland 21215.

D. Submission Deadline

The vendor's bid must include three professional references (including a contact person's name), an hourly flat rate for stenographic services, and a cost per page for requested transcriptions. Bids should include the experience and qualifications of the firm. **All bids must include the vendor's federal identification number, and assigned contract number MHCC 11-008.**

In order for vendors to be eligible for consideration, an original proposal must be received at the Commission office by 4:00 p.m. (local time) Friday, June 18, 2010. Vendors mailing bids should allow sufficient mail delivery time to ensure timely receipt by the Commission. Bids may also be e-mailed to the Procurement Officer swiggins@mhcc.state.md.us.

E. Procurement Method

The procurement method for this solicitation is a small procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. **The maximum award allowed under these regulations is \$25,000.**

II. Services to be Performed

A. Specifications

The MHCC is seeking an experienced, high quality court reporter to provide services for the monthly Commission meeting, committee, public, pre-bid conference meetings, and evidentiary hearings. The designated monthly Commission meetings are held an average of 3-4 hours in length and are usually held in the Baltimore area. A schedule of the yearly Commission meetings will be provided to the vendor awarded this contract. Committee meetings, evidentiary hearings, pre-bid conferences and public hearings are scheduled as necessary. These public and evidentiary meetings are sometimes as brief as 2-3 hours or they could last an entire 8-hour workday. MHCC meetings deal with legal health care issues that occasionally require last minute changes to the agenda and the selected vendor must be able to provide service with as little as a 24 hours advanced notice. The bidder is required to retain the transcript at least three years following the date of the service provided. It is at the discretion of the MHCC to request all or portions of the Commission, evidentiary, and public meetings to be transcribed by the selected vendor. Court reporter vendors using tape recording devices only are prohibited.

B. Payment

Generally, the MHCC does not request transcriptions of its proceedings. Therefore the MHCC will only pay the selected vendor on an hourly basis for its reporting services and a standard State travel allowance up to 40 miles one way distance. The current State allowance is \$0.50 per mile. However, the MHCC will pay for transportation more than 40 miles from its Patterson Avenue location as additional billable time at the hourly rate submitted in this bid process if the vendor certifies that the employee actually travels this distance (i.e., does not in actuality live in close proximity to the meeting site). Invoices submitted should indicate the time charge for the meeting, mileage reimbursement, and the time charge for transportation beyond 40 miles.

Anyone may request transcriptions of the MHCC proceedings. The requestor will be responsible to pay the selected vendor for the cost of the transcription. **The cost per**

page for the transcription should be included in the bid. However, when a transcript of any MHCC meeting is created, the selected vendor will be required to provide the MHCC with a free copy prepared at the same time as the requesting party.

III. Selection Process

A. Specifications

For additional information contact Bridget Zombro, Director, of Administration for MHCC at: 4160 Patterson Avenue
Baltimore MD 21215
Phone: (410) 764-3460
FAX: (410) 358-8811
e-MAIL: bzombro@mhcc.state.md.us

B. Qualifications

The MHCC requires that all bidders have at least three years experience as a court reporting service. The vendor must include at least three references from current or previous clients for whom similar work has been done. For each reference, the vendor shall identify the name and address of the organization, the contact person(s), and a daytime telephone number.

C. Evaluation Of Bids

The award will be made to the responsive and responsible bidder with the most advantageous offer to the State.

TERMINATION CLAUSE

The MHCC may terminate the performance of work under this contract in accordance with this clause, in whole, or from time to time in part, whenever MHCC shall determine that the termination is in the best interest of the State. MHCC shall pay all reasonable costs associated with this termination of this contract. However, the contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of the termination. Termination, including the determinations of the rights and obligations of the parties shall be governed by provisions of COMAR 21.07.01.12A.

Bidders must acknowledge this statement in their response to this Bid Board Notice.

MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION